



Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive

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To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officers
Each Hospital Group CEO
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Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director

From: Anne Marie Hoey, National Director Human Resources

Date: 23rd June 2020

Re: HR Circular 044/2020: Application of additional increments awarded to New Entrants at points 4 and 8 under the Public Services Stability Agreement 2018-2020.

Dear Colleagues

I refer to Department of Health Circular 2/2020 (copy attached) which conveys instructions with regard to the application of adjustments to public health service 'new entrant' pay scales in accordance with the Public Service Stability Agreement 2018-2020 from 1 March 2020.

This Circular supersedes [HSE HR Circular 010/2019](#), which dealt with the more complicated first year of implementation. This Circular provides for the more straightforward movements thereafter.

The effective date of the circular is **1st March 2020**.

Please note: the new entrant provisions set out in this Circular do not apply to new entrant nurses and midwives. The new entrant provisions for new entrant nurses and midwives are set out in HSE HR [Circular 032/2019](#).

1. General

1.1 As set out in Department of Health Circular 2/2020 this Circular sets out the on-going implementation of the New Entrant Agreement from 1 March 2020, which grants an additional increment(s) on the pay scales of certain direct entry grades for eligible new entrant employees.

1.2 This Circular applies to certain public health service employees in direct entry grades who were recruited since 1 Jan 2011. Qualifying direct entry grades were subject to rate reductions under the terms of Department of Health Circular 02/2011 which were then amended by DoH Circular 03/2014 which merged the pay scales.

1.3 The general arrangements for payment of increments will apply as follows:

(i) If under DoH Circular 03/2014, one point was added to the pay scale, then one increment skip will be awarded to eligible staff at point 4 on that scale. A list of these grades is included in Appendix 1.

(ii) If under DoH Circular 03/2014, two points were added to the pay scale, then two increment skips will be awarded to eligible staff at point 4 and 8 on that scale.

1.4 Eligibility of new entrants on the qualifying grades (including movements into and out of grades) is set out in Section 2.

2. Eligibility

2.1 Eligible employees

- Employees hired on point 1 of a new entrant pay scale post 2011, will benefit as outlined under paragraph 1.3 above.
- Employees who have been promoted from one new entrant grade to another new entrant grade will be eligible for the additional increments based on the extent of time spent on points 1 and 2 on either of these new entrant grades (please refer to DPER FAQs page 8 for further details and examples of how this will operate).
- Those who were recruited post 1 January 2011 and were awarded incremental credit qualify as new entrants as they would have started higher up the pay scale had the original new entrant measure not been introduced.

2.2 Ineligible employees

- For the purposes of this Circular the additional increment(s) awarded will not apply to persons serving as civil/public servants on or before 31 December 2010, who are not new entrants, including:
 - Employees who were hired pre 1 January 2011 on what became a new entrant grade and who continue to serve in that grade.
 - Employees who were hired pre 1 January 2011 on non-new entrant grades who subsequently moved or were promoted from a non-new entrant grade to a new

entrant grade on a salary basis¹ will not be eligible, unless they have been affected by the reduction. (i.e. they started at point 1 or 2 of the new entrant grade).

- Employees who have been promoted from a new entrant grade to a non-new entrant grade will not be eligible.
- Employees who have retired or permanently left the service.
- Please note that new entrants on point 6 or above who benefited from 2 additional increments (one normal and two additional) under HSE HR Circular 10/2019 will progress as normal through the remainder of the payscale and will not receive any further additional increments under this circular(Q. 10 of the DPER FAQs refers).

3. Application

3.1 A new entrant will effectively skip points 4 and points 8 on the new entrant scale. The adjustments should be applied, as appropriate, to each eligible new entrant, when they are due to move to points 4 and 8 on their increment date, **on or after 1 March 2020.**

3.2 *For eligible employees on incremental points 3 and 7*

Employees on incremental points 3 or 7, will receive two increments (1 normal and 1 additional increment) on their next normal increment date. For clarity the progression is:

- Those on point 3 will move to point 5.
- Those on point 7 will move to point 9.

3.3 *For eligible employees on all other points*

All other eligible employees will progress as normal on their pay scales, until they are due to move to points 4 and 8, at which time they will benefit from the progression outlined in 3.2 above. For example on their next normal increment date:

- Those on point 2 will move to point 3 (and benefit from the skip the following year).
- Those on point 5 will move to point 6 (and benefit from the skip in two years' time).

4. Temporary Assignments

Where employees have been temporarily assigned to a higher grade under the terms of HSE HR Circular 17/2013 and HSE HR Circular 01/2018 the following arrangements should apply:

- **New Entrant who is temporarily assigned to a higher grade which is also a new entrant grade** – If the temporary assignment is to a grade which is also an eligible 'new entrant' grade (if it satisfies the criteria that defines a new entrant in accordance with Department of Heath Circular 02/2010) then the additional increments would apply on the higher scale where relevant i.e. at the 3rd and 7th points of the higher scale. When

¹ If the employee moved from a non-new entrant grade to a new entrant grade and was granted incremental credit they may still be eligible for additional increments. However, if they moved over on a salary basis (i.e. assimilation on the basis of their non-new entrant salary), they would not have been affected by the addition of 2 points to the payscale under the Haddington Road Agreement HRA and would not be eligible for additional increments under this Circular.

the employee reverts to his/her substantive new entrant post they should be placed on the point of the substantive salary scale that they would have been on had they not been temporarily assigned to a higher post i.e. the increment skips at 4 and 8 should be applied where appropriate.

- **New Entrant who is temporarily assigned to a higher grade which is not a new entrant grade** - If the temporary assignment is to a grade which is not an eligible 'new entrant' grade then the additional increments won't apply on the higher scale. When the employee reverts to his/her substantive new entrant post they should be placed on the point of the substantive salary scale that they would have been on had they not been temporarily assigned to a higher post i.e. the increment skips at 4 and 8 should be applied where appropriate.

5. DPER FAQs

To assist with the application of this measure, DPER have produced a comprehensive **Frequently Asked Questions** document which is attached to this Circular and can also be accessed from the website link below:

<https://www.gov.ie/en/circular/337b0a-042020-application-of-additional-increments-awarded-to-new-entrants-/>

The DPER FAQs include clarification in respect of the following two issues which have been the subject of queries within the health sector (see extract below):-

DPER FAQ 4. What if an individual was recruited post 1 January 2011 with incremental credit?

Those who were recruited post 1 March 2020 and were awarded incremental credit qualify as new entrants as they would have started higher up the payscale had the new entrant measure not been introduced.

For new entrants placed higher than point 4 or point 8 on the payscale due to incremental credit;

- *New entrants assigned to points 3-5 benefit from 1 additional increment (2 in total: 1 normal and 1 additional)*
- *New entrants on point 6 and above benefit from 2 additional increments (3 in total: 1 normal and two additional). This is the subject to maximum award as outlined in point 1.2 of DoH Circular 02/2020.)*

DPER FAQ 8. What happens if a non-new entrant (i.e. an individual with continuous public service on or before 31 December 2010 or an individual on a non-new entrant payscale) is hired to a new entrant grade post 1 January 2011?

An individual with continuous service as a non-new entrant under the terms of Circular 18/2010 as subsequently amended by Circular 2/2014 will only benefit from the new entrant measure if they were hired on or moved onto the scale at point 1 or point 2 of the new entrant payscale post 1 January 2011. If the individual was not affected due to point 1.2. when hired or moving on to a new entrant grade then the individual would not receive the benefit of the same.

Please ensure that this Circular is brought to the attention of all relevant staff in your area of responsibility particularly those working in Payroll.

Queries

Managers may refer any queries that they may have in relation to this Circular to their local HR / Employee Relations Department.

Queries from HR Departments on the contents of this Circular may be referred to Aoife O’Riordan, HSE Corporate Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2. Tel: 01 6626966, Email: aoife.oriordan@hse.ie

Queries from HR Departments relating to new entrant measures for **nurses and midwives** may be referred to Morgan Nolan, HSE, Corporate Employee Relations, 63/64 Adelaide Road, Dublin 2. Tel: 01- 6626966, Email: morgan.nolan@hse.ie

Queries from HR Departments relating to **support staff** may be referred to Paul Byrne, or Martina Canavan, HSE Corporate Employee Relations, HR Directorate, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Email: paulj.byrne@hse.ie or martina.canavan@hse.ie

Please note also that the National HR Help Desk is also available to take queries on 1850 444 925 or email: ask.hr@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources



“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus

Appendix 1: List of Direct Entry Grades to which 1 point was added under DoH Circular 03/2014 (Section 1.3(i) refers)

- Intern (grade code 1554)
- Vocational Trainee in Dentistry (grade code 104X)
- Pharmacy Student (grade code 3013)